

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

September 9, 2026

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of August 12, 2026 Meeting Minutes
- ❖ Old Business
- ❖ New Business
 - Review current Workman's Compensation Report (Exhibit A)
 - Review current Report Of Injury forms (Exhibit B)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - October 14, 2026
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
AUGUST 12, 2026**

ROLL CALL

Members Present Virtually: Chad Broman, Kristen Clouse, and Dr. John Wyllie.

Members Present: Melissa Evans and Helen Walker.

Members Absent: Dave Andrews and Breit Cochran.

Recording Secretary: Ellen Scott

Guests Present:

- Ellen Scott opened the Safety Committee meeting and welcomed all members who were in attendance.
- Helen Walker motioned for approval of the July 8, 2026, meeting minutes. Chad Broman seconded the motion; all Safety Committee members were in favor and the motion carried.

OLD BUSINESS:

- From the May Workplace Safety Inspection Checklists:

Summit Elementary School:

- The workorder submitted to replace bulbs outside the building has not been completed. Per building principal Chad Broman, this was due to the understanding the high lift machine to reach the lights had broken down. Dr. John Wyllie requested Chad confirm the workorder is still in the FMX system as many workorders were cleared. Chad will review and confirm.

NEW BUSINESS:

- There was one accident reported since the last Safety Committee meeting on July 8, 2026, which did result in loss of work days. The Safety Committee reviewed the Workmans' Compensation Report (Exhibit A), and Report of Injury Form (Exhibit B), for the accident. Recommendation is to secure the rolling tool boxes to the wall to prevent a similar accident.
- The following representatives are needed for the Safety Committee: a custodial/maintenance representative to replace Dave Mariotti and a clerical representative to replace Melissa Evans, who has submitted her resignation from the committee. Dr. John Wyllie will approach a potential custodial/maintenance candidate. A potential clerical representative will also be approached.
- Shannon Drischler, the district's account manager for UPMC, will no longer be serving in that position. Angela Blasko will be replacing Shannon who is hoping to attend the October Safety Committee meeting.
- The July, 2026, UPMC WorkPartners Risk Control & Safety Services Newsletter regarding chemical safety basics was shared with the Safety Committee. The newsletter reviewed the following topics:
 - Safety Data Sheets:
 - All chemicals have a Safety Data sheet.
 - Provides important information such as hazards, safe handling instructions, and first aid measures.
 - If there is a spill or exposure, the Safety Data Sheet is a key resource.
 - When using chemicals, use the right Personal Protective Equipment (PPE).
 - Always follow the label instructions.
 - Practice safe handling of chemicals and store chemicals properly.

- The August, 2026, UPMC WorkPartners Risk Control & Safety Services Newsletter regarding Back-To-School Injury Prevention was also shared with the committee. The newsletter reviewed the following topics:
 - Common injury exposures for school employees include:
 - Slip, trip and fall incidents.
 - Strains and sprains from lifting, carrying, pushing, or pulling materials.
 - Ladder related injuries during setup and decoration activities.
 - Struck by injuries from equipment, supplies, and moving objects.
 - Keep walkways free of cords, boxes, and supplies.
 - Clean spills immediately.
 - Wear appropriate footwear.
 - Use handrails when available.
 - Avoid carrying loads that block your view.
 - Stay alert around vehicles and pedestrians.
 - Observe speed limits and traffic patterns.
 - Check surrounding areas before backing a vehicle.
 - Avoid distractions while driving or walking.
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- Next Safety Committee meeting: Wednesday, September 9, 2026, @ 7:30 AM at the Administration Building.
- Chad Broman motioned to adjourn the meeting then seconded by Helen Walker. All members were in favor; the motion carried.